## Wyoming Department of Health Office of Healthcare Licensing and Surveys

## **Psychiatric Hospital**

## **Paperwork Requirements for State Licensure**

Facility Name:		City:
	1.	A completed license application form and appropriate fee.
	2.	Copy of organizational chart that reflects the administrative control and lines of authority for the delegation of responsibility from management down to the patient care level.
	3.	Copy of policy and procedure on employee health, including communicable and reportable diseases.
	4.	A list of professional specialists who will be providing patient care services.
	5.	Copies of any agreements or contracted services.
	6.	Copy of policies and procedures on patient rights.
	7.	Copy of grievance procedures.
	8.	Copy of policy and procedure for the quality improvement program.
	9.	Copy of policy and procedure on infection control.
	10.	Copy of policy and procedure which addresses activities involving travel and use of facilities away from the hospital.
	11.	Copy of policy and procedure on patient elopement.
	12.	Copy of policy and procedure regarding restraints and seclusion.
	13.	Copy of CLIA certificate for the laboratory.
	14.	Copy of policy and procedure on disaster preparedness.